



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-107

Section	Effective	Replaces
INTRODUCTION AND PROCUREMENT FUNDAMENTALS	DATE	PRO-C-27 (9-18-12)
Title	Page	
SERIAL CONTRACTING	1 of 1	

SCOPE: The purpose of this policy is to establish the prohibition on serial contracting and codify procedures for how such activity will be addressed.

POLICY: "Serial contracting" is the practice of a procuring agency issuing a series of purchases (all methods) to the same vendor for the same good or service over a short period of time, but up to a single fiscal year, without use of a competitive process or a waiver as required under state purchasing policies, procedures and law. See PRO-408, Purchase Requisitions, Orders and Methods of Payment.

Serial contracting is prohibited and considered a form of unauthorized purchasing. See PRO-106, Prior Approval or Purchases/Unauthorized Purchases. Procuring agencies have a responsibility to train staff, monitor and correct for these activities. See PRO-110, Management Reviews.

- PROCEDURE:**
- I. Monitoring and Corrective Action
 - A. At least annually, each delegated or subdelegated agency will review its purchases to improve internal controls, take necessary corrective action when serial contracting is found, and seek cost-saving measures associated with consolidating similar procurements.
 - B. In agencies where sub-delegation is in place, the findings of sub-delegated agent reviews will be reported to the special delegated agent and the central purchasing office.
 - C. The State Bureau of Procurement in cooperation with the Department of Administration, State Controller's Office will perform periodic reviews to determine compliance with this policy. The Bureau, Consolidated Agency Purchasing Services, will perform the same for its assigned agencies.



Legal Authority

Wis. Stats. ss. 16.75(1)(b), (c); 16.75(6)(c); 16.77

Agencies Affected: All, unless otherwise noted

Authorized:

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